

DISTRICT OF COLUMBIA CAPITAL CITY FELLOWS PROGRAM

2005 APPLICATION FORM

(For Fellowships Starting in July 2005)

Application must be postmarked by January 3, 2005



Government of the District of Columbia
Anthony A. Williams, Mayor

CAPITAL CITY FELLOWS PROGRAM



APPLICATION 2005

(Must be Postmarked by January 3, 2005)

APPLICATION

Please fill out the application in its entirety. For example, please do not write "See resume" or "See Transcript" in lieu of providing the requested information.

PERSONAL ESSAYS

Please respond to the following three questions. Please use single-spaced, 12-point font and be sure your name is on each page. *Essays exceeding the word limit noted in parentheses will not be evaluated. Likewise, additional writing samples will be disregarded.*

1. Why do you want to be a Capital City Fellow? (300 words)
2. What is one of the most critical issues faced by the Government of the District of Columbia and how should the government address it? (300 words)
3. Please give an example of a time in your personal life, professional career or educational experience when you were required to complete a significant task with insufficient resources and/or direction. How did you handle the situation? (150 words)

CURRENT RESUME and COVER LETTER

Please submit an updated resume (*2 pages maximum*) that outlines your work experience, both paid and volunteer; honors received; extracurricular activities; special skills; and leadership roles. Please include a short cover letter summarizing your experience and qualifications for the program (*1 page maximum*).

OFFICIAL TRANSCRIPT

Please submit one official graduate transcript. ***Please do not open the sealed transcript.***

REFERENCES

Please give the attached reference form to three people who are best able to assess your analytic ability, communication skills, personal integrity, and leadership potential. You must provide a reference form from at least one academic and one professional reference. (The third reference may be personal, professional or academic. However, please note that personal references should be someone outside of your immediate family that can attest to your character, skills or leadership potential). Please provide your references with a copy of the form and instructions included in the application packet, along with envelopes for them to sign and seal. *Additional references will be disregarded.*

RESUME/ESSAY DISK

Please save your resume and essays onto a 3 ½" disk and include it with your application package. (Please label your disk with your first and last name.)

POSTCARD

Please include a self-addressed, stamped postcard in your application package. This postcard will be mailed to you as a record that your application was received.

EEO FORM (Optional)

Please fill out the attached EEO form and include it with your application package. This information will be used **ONLY** for compliance with equal employment opportunity legislation reporting requirements. Only numerical information is used in the reports; the applicant's personal information is **NOT** reported.

KEY DATES

Completed applications must be postmarked by **January 3, 2005**. Please mail your entire application package to:

**Program Manager
Capital City Fellows Program
Center for Workforce Development
441 4th Street, NW, Suite 850N
Washington, DC 20001**

- Applicants will be notified by **February 14, 2005**, whether they will be invited to interviews held during the **week of March 21**. Please note that applicants must pay their own way to the interviews.
- Interviewed applicants will be notified of their status by **April 22, 2005**.
- Applicants extended offers will be required to make their decision **within two weeks**.
- Fellows will begin working for the city in **mid-July of 2005**.

APPLICATION CHECKLIST

All application materials should be mailed together. Please be sure you include **one original plus three copies** of the following materials **collated and paper-clipped** in the following order:

Cover Letter	_____
Application	_____
Resume	_____
Three personal essays:	
Essay #1	_____
Essay #2	_____
Essay #3	_____

In addition, please include the following:

Official Graduate Transcript (Sealed)	_____
Three signed and sealed letters of reference:	
Reference #1	_____
Reference #2	_____
Reference #3	_____
Self-addressed, stamped postcard	_____
Resume/Essay Disk	_____
EEO Form (Optional)	_____

Please **do not** bind application materials.

CAPITAL CITY FELLOWS PROGRAM

2005 APPLICATION FOR ADMISSION

Part 1: Candidate Application
Please Print in Block Letters or Type

First Name	MI	Last Name	Social Security #

Contact Information

Current Address

Street	City, State, Zip
Email Address	Phone (Day) Phone (Evening)

Permanent Address (if different than above)*

Street	City, State, Zip
Email Address	Phone (Day) Phone (Evening)

***Note: Fellows are required to be bona fide residents of the District within 180 days of starting work.**

Education (post high school)

School	Degree	Month/Year**	GPA	Area(s) of Concentration

****Applicants must have received their degree between December 1, 2002 and July 1, 2005 to be eligible. Waivers are granted only in exceptional cases. Please contact the Program Manager for more information.**

Please choose the statement that best describes your degree status:

- ☐ I do not yet have a graduate degree, but will receive my degree prior to July 1, 2005.
- ☐ I already have a graduate degree that was obtained within the eligibility period described above.
- ☐ I already have a graduate degree, but require a waiver to be eligible for the Fellows program.
- ☐ I already have a graduate degree, but I will receive another degree within the eligibility period.

Work Experience (List all of the positions you have held within the last 5 years, by month and year)			
Organization	Position	From	To

You may list additional experience on a separate sheet.

Volunteer Experience			
Organization	Position	From	To

You may list additional experience on a separate sheet.

Awards and Recognition (Received within the Last 5 Years)	
Award	Date Received (Month/Year)

You may list additional awards on a separate sheet.

Special Skills

Please list any special skills that may increase your qualification for this position (including languages, computer skills, certifications, etc). If you list certifications, please indicate date received and school attended.

I hereby certify that, to the best of my knowledge and belief, all of the information submitted in support of this application is true, correct and complete.

Signature of Applicant

Date

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Optional Applicant EEO Information Sheet

Please Print in Block Letters or Type

This information will be used **ONLY** for compliance with equal employment opportunity legislation reporting requirements. Only numerical information is used in the reports; the applicant's personal information is **NOT** reported. Thank you for your cooperation.

Last 4 Digits of Social
Security Number

Current/Last University Attended

Citizenship:

- ☐ US Citizen
☐ Other (please indicate country of citizenship)

Current State of Official Residence:

Sex:

- ☐ Female
☐ Male

Race/Ethnic Group: (Check all that apply)

- ☐ Native American or Alaskan Native
☐ Asian or Pacific Islander
☐ Black or African American
☐ White or Caucasian
☐ Hispanic or Latino(a)
☐ Other (please list) _____

Year of Birth

How did you hear about the Capital City Fellows Program (CCFP)? (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Brochure | <input type="checkbox"/> DC Office of Personnel Website |
| <input type="checkbox"/> DC Government Employee | <input type="checkbox"/> Current Fellow or CCFP Finalist |
| <input type="checkbox"/> Professor or Advisor | <input type="checkbox"/> Friend/Peer not in CCFP |
| <input type="checkbox"/> Career Service Office | <input type="checkbox"/> Other (Please indicate) _____ |

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA IS AN EQUAL OPPORTUNITY EMPLOYER

CAPITAL CITY FELLOWS PROGRAM

2005 APPLICATION FOR ADMISSION

INSTRUCTIONS FOR REFERENCE FORM

Dear Reference,

Thank you for taking the time to complete the reference form for an applicant to the Capital City Fellows Program (CCFP). The CCFP attracts talented, educated men and women to work for the Government of the District of Columbia. Recent graduates of master's degree programs in public administration, public policy, engineering and related disciplines compete for two-year fellowship appointments to work for the city. During the Fellows' tenure, they complete four six-month rotations in different city agencies. In addition to on-the-job training in their host agencies, Fellows are given unique opportunities to meet with high-level city officials and participate in educational and professional development seminars.

We are interested in assessing each applicant's **problem solving and analytical ability, communication skills, integrity, personal initiative, and potential for leadership**. To help us analyze these factors, please complete the attached form in its entirety. You may substitute a letter in lieu of completing the narrative sections of each question, but **please complete the numeric scoring sections for each question**.

Once complete, please seal your reference in the envelope provided by the applicant, and sign your name along the seal before returning the reference to the applicant. **Note that the candidates must have their complete applications postmarked by January 3, 2005.**

All information contained in the reference form will remain confidential.

If you have any questions, please contact the Program Manager of the Capital City Fellows Program at (202) 727-1523 or email capcity.fellows@dc.gov. Additional information about the program is available on the DC Office of Personnel website, www.dcop.dc.gov under "Employment Opportunities" and "Capital City Fellows Program."

Again, thank you very much for completing the reference form.

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Part 2: Confidential Reference Form

The completed evaluation must be returned to the applicant in a sealed envelope with your signature across the seal.

Applicant's Name

Reference Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	MI	Last Name	Phone

<input type="text"/>	<input type="text"/>
Organization	Title

<input type="text"/>	<input type="text"/>
Street	City, State, Zip

<input type="text"/>	<input type="text"/>
Relationship (Supervisor, Professor, Peer, Co-Worker, etc.)	Email Address

How long have you known the applicant?

For this section, please evaluate the applicant in the five areas below on a scale of 1 to 5, with 1 being the lowest and 5 being the highest.

The applicant's commitment to public service

The applicant's ability to maintain composure when under stress

The applicant's written communication proficiency

The likelihood that the applicant will benefit from participation in the program

Your overall assessment of the applicant's potential for senior leadership

For this section, please be as detailed as possible, citing specific examples of behaviors and/or actions to support your score. You may attach a letter in lieu of completing the narrative sections, but please be sure to provide a score for each question. For each question, please evaluate the applicant in the five areas below on a scale of 1 to 5, with 1 being the lowest and 5 being the highest.

1) Does the candidate display rigorous analytic ability and reasoning skills?

Narrative:

2) Does the candidate act on his/her convictions?

Narrative:

3) Does the candidate inspire others by his/her leadership?

Narrative:

4) Does the candidate work well in teams?

Narrative:

5) Does the candidate react well to constructive criticism?

Narrative:

6) Is there anything else that you feel that we should know about the applicant?

Narrative:

Please check one of the following statements:

- ☐ I hereby certify that the above assessment accurately reflects the applicant's potential for leadership responsibilities, and **recommend** him/her for participation in the Fellow's Program.
- ☐ I hereby certify that the above assessment accurately reflects the applicant's potential for leadership responsibilities, and **do not recommend** him/her for participation in the Fellow's Program.